

## **Appleby Archaeology**

Notes of the Committee Meeting of the Appleby Archaeology Group held on Thursday May 17<sup>th</sup> 2018 at the Crown and Cushion, Appleby.

### **Present**

Martin Joyce	Chairman
Chris Wilson	Treasurer/Membership Secretary
Adrian Banford	Eden District Council Appleby Heritage Action Zone Project Officer
Barbara Blenkinship	
Phyl Rouston	
Trish Shaw	
Adrian Waite	
Mick Yates	
Richard Stevens	Secretary

### **Apologies**

Martin Railton

### **Notes of the last meeting**

The notes of the previous meeting were agreed a correct record.

### **1/05/18 Matters arising.**

7/11/17      Equipment: Projector replacement. Martin J said that he had received an email from the Town Clerk regarding the Council's successful grant application for installation of a digital projector for the supper room, hopefully by the end of the summer. However, nothing further had been heard. Richard said that no further information had been received from the CCC Eden Community Development Team (ex-Neighbourhood Forum) concerning our own application for a projector owned by the Group. He undertook to follow up with a call to Amy Frith at the team.  
**(Richard)**

### **2/05/18 Membership**

Chris Wilson reported that following a housekeeping exercise and deletion of all non-renewals, there were a total of 51 paid up memberships.

### **3/05/18 Treasurer's Report**

Chris presented the accounts to date, showing a bank balance of £1250, with no outstanding debts. Next payments were due to be fees for guides on the summer walks. Martin J said that the production of the Newsletter for mailing was still one of the main expenses, with 21 memberships opting for receipt by post. Furthermore Milburn School, where the newsletter was currently printed at modest expense, was once again in doubt, so cost might rise further.

### **4/05/18 Research**

Martin R was unable to attend, having broken down on the way to the meeting. A short discussion took place on the possibility of survey work later this year on the cricket field. Chris mentioned that metal detectorists had been seen on the field recently.

### **5/05/18 Appleby HAZ Developments and HLF Bid**

Martin J welcomed Adrian Banford to the meeting and thanked him for coming to explain the developments in the Historic England Appleby Heritage Action Zone Project (HAZ) and his

thoughts on bids to the lottery fund.

Adrian explained that he was wearing two hats, one of which was his official one as HAZ Project Officer, the other as an interested party in other activities resulting from and complementary to the HAZ. He could therefore only explain how the HAZ was intended to operate, although he was personally enthusiastic about these other possibilities.

Adrian gave a presentation on how the HAZ was structured and emphasized that the main point of the Project was to survey, upgrade and enhance some of the historic building stock in Appleby. He said that much of the HAZ work would be carried out by contractors, although there were some opportunities for volunteers. As an example, he said that members of the Cumbria Vernacular Buildings Group and Appleby Archaeology could carry out survey work on listed buildings, for which a training day would be held in October. Although the budget for the Project had originally seemed large, he said that he was rapidly finding out that the costs of some of the works would require some limiting of the original objectives. Potential work on the keep and other parts of the Castle were problematic and still subject to negotiation. Other important parts of the Project included the White Hart, which was in a parlous state, Bongate and the conservation area. Since building repairs following the recent flooding events had not been entirely successful, there would probably be a trial of modern versus traditional building techniques in order to ascertain relative costs.

Adrian said that there was small budget for marketing of the town, however, this would be unlikely to extend beyond an update to the current efforts. It was also intended to improve signage and interpretation boards in the town. Unfortunately the Project did not have a budget for improvement of the wellbeing of the area, which was why he wanted to encourage activities intended to involve the community.

Explaining his thoughts on these complementary activities, which could take place concurrently with the HAZ, Adrian expressed his wish that the human story of Appleby should be accentuated by the voluntary groups in the town at the same time as the improvements to the buildings. He gave such examples as the story of Lady Anne Clifford, the George Washington connection, the two Prime Ministers, the rotten boroughs, Jack Robinson and most notably, the Horse Fair. Some of these were already being looked at by various interested parties in the town. An 'events' group were looking at a Lady Anne event, Appleby Smarter were looking at how to enhance green spaces and the artist's group were thinking about painting murals on gable ends.

Adrian went on to talk about the involvement of Appleby Archaeology in this complementary 'Project'. He thought that the Group could help to engage the community, building on their experience with the Dig Appleby Project. He suggested something akin to the TV programme House Detectives, where the human story of residents of particular buildings through time could be emphasized through video, a booklet, or even a smartphone app.

Adrian also said that having discussed Dig Appleby with both the Heritage Lottery Fund and with Martin Railton, he felt confident that the Fund would look very favourably on an application to proceed to a second phase, possibly in the 'Our Heritage' (£100,000) strand. Martin R had in fact already prepared a Project brief. He went on to say that changes in the Lottery Fund meant that the window of opportunity for funding in its present form would soon close and would reopen later with a different structure. He also suggested that, as a group, we might consider employing a professional archaeologist to run the Project.

Finally, the meeting agreed that, as had already been suggested, the Group should set up a sub-committee or working group to look after the next phase of Dig Appleby and Martin J said that he would organize an initial meeting as soon as possible. **(Post meeting note: Adrian Banford and**

**Martin R suggest June 1<sup>st</sup> )**

### **6/05/18 Correspondence**

Richard reported that nothing of consequence requiring committee involvement had been received and that his approach was to deal with each item as it came along, referring to Martin J and possibly other committee members wherever necessary.

### **7/05/18 Programme**

Martin J updated the meeting with details of the summer walks. The Patterdale walk was now confirmed for 27<sup>th</sup> May and so far 15 people had indicated an interest in attending. The visit to the Sarah Losh church at Wreay had been organised for 11<sup>th</sup> June at 7.30pm and had attracted 9 members so far. The visit to Stanwick and Piercebridge was now confirmed for July 8<sup>th</sup> and the location of the meeting point was awaited from David Mason. Details would be circulated when received.

Trish said that she was still negotiating with Frank Geicco and Kate Renwick for the February and April 2019 talks. All other talks were now confirmed except for the AGM. Martin J asked Adrian Waite if he thought that the Red Wyverns would be prepared to give a presentation instead of the usual member's short talks. Adrian said that although not a member of the Society, he would contact the group. **(Post meeting note: Adrian has since confirmed that the Society would be interested in such a presentation and asked that someone take on the responsibility of handling the contact.)**

### **8/05/18 AOB**

Martin J tabled his research on the new EU Data Protection legislation. Although the Group does not fall within the requirements of the legislation, it was agreed that his suggested changes to the membership application and renewal forms be adopted. He reminded committee members who have access to the data held by the Group that security was their responsibility. A copy of Martin's note is appended to these minutes.

Adrian Banford suggested that if the Group had no existing Privacy Policy, it might be a good idea to write one and provide a link to it on their website. **(Martin J/Richard)**

There being no further business the meeting closed at 9.15pm

**Time and date of next meeting: TBA**

New EU Data Protection legislation: Comes into force 25th May 2018

The new legislation says that Personal data needs to be:

- Held securely and any breaches reported with 72 hrs
- Only used for the legitimate purpose for which it was collected
- Disposed of when no longer required

Relevance to Apparch:

AppArch collects postal and email address information for members for the purpose of communicating information about Apparch activities. This is gathered during the membership application and renewal processes. Apparch also retains payment history.

We are not currently registered with the Information Commissioner. I've run the ICO self-assessment procedure and, given the scale and scope of our activities, this confirms there is no requirement for us to register.

The information we collect is held in a database on the Apparch website. The website is protected by a secure password and the data is effectively only accessible via Apparch's Membership Admin app. Access to this app is allocated to role-holders (eg Secretary, Newsletter Editor) etc who are in turn each allocated their own individual id and password.

My understanding is that the new legislation reminds us of our responsibilities for the security of the data we hold. I believe we can demonstrate this. **It may, however be useful to remind role- holders that they are individually responsible for the security of their Admin passwords**

The legislation would also require us to obtain explicit permission from members if the data we hold were to be used for anything other than purpose for which it was originally intended. I don't believe we need take any action in this regard as nothing has changed. **It wouldn't harm, however, to add a line to our Application and renewal Forms to the effect that "Apparch uses personal data for the sole purpose of communicating information to members about its activities"**

Martin J